

Instructions for Receiving COVID-19 Relief for Governmental Entities and Hospitals

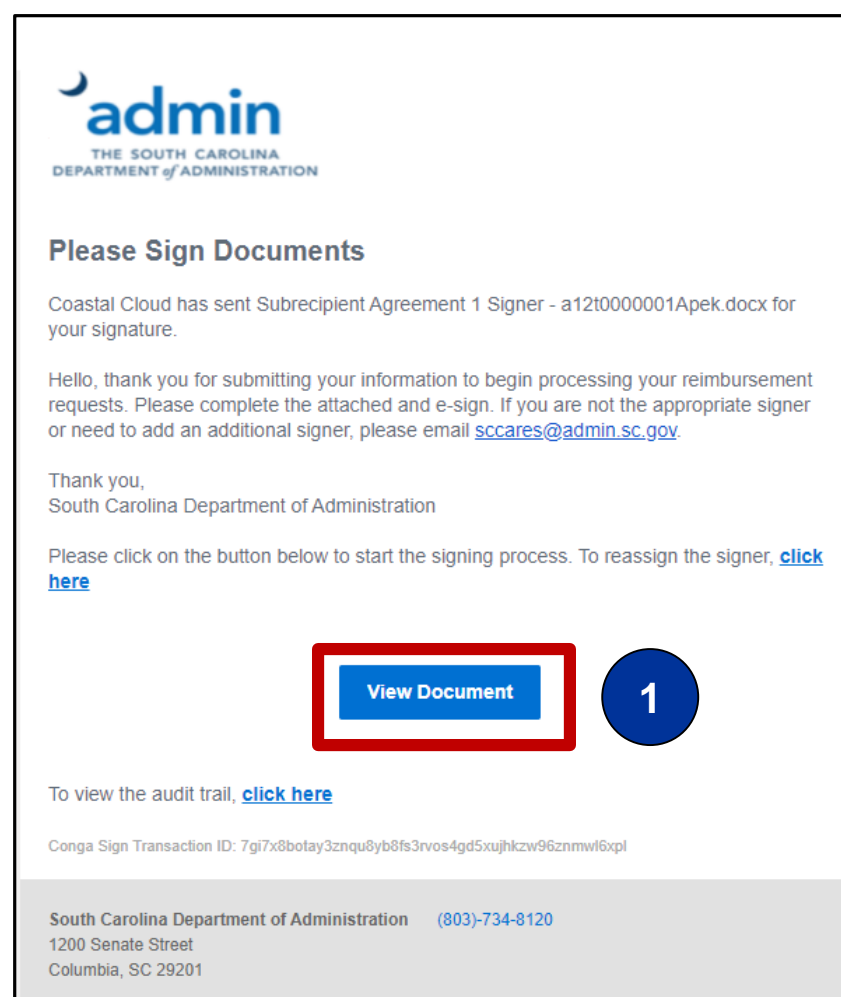
Receiving COVID-19 Relief Funds from the State of South Carolina is a simple three step process. This document will help guide you through these steps.

And, you can ask questions via email at: sccares@admin.sc.gov or contact our call center (starting July 20 at 803-670-5170).

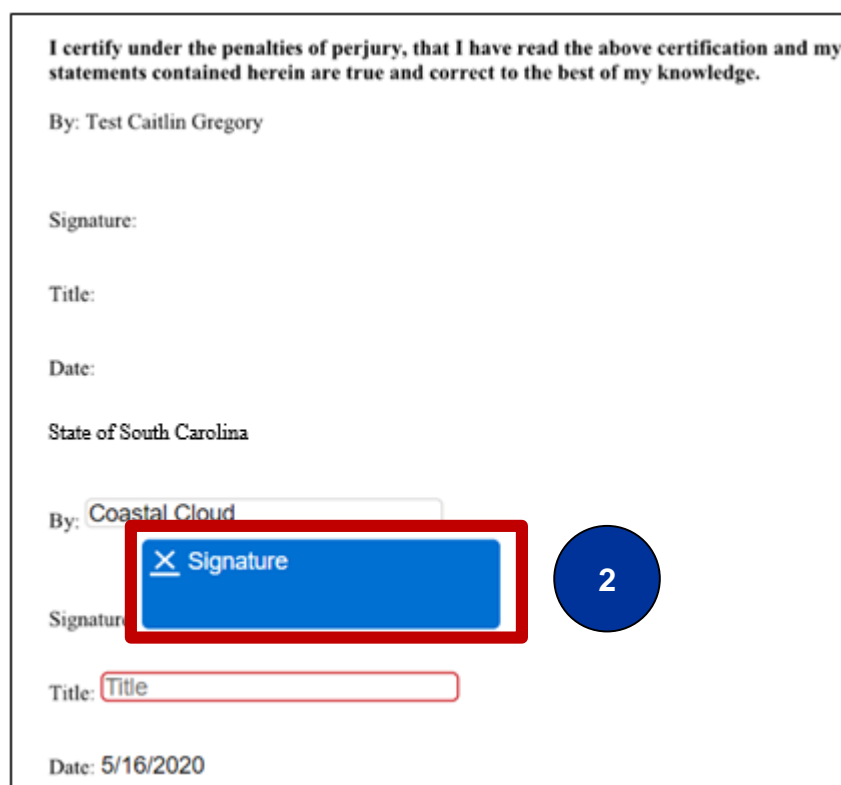
1. Sign the Agreement
2. Set up your Account on the SCCares Portal
3. Request reimbursement for your COVID-19 related expenses

STEP 1

1. Once the State has approved and generated the Grant Agreement, you will receive an email asking you to View and Sign the document. Click the **View Document** button.



2. The document will generate, and you will be asked to accept an electronic signature. You can review the document and when ready sign, move to the last page with the signature block. You will click **Signature**.



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3. Next, click **Adopt Signature and Sign**. You also have the option to select a different font or draw your signature if desired.

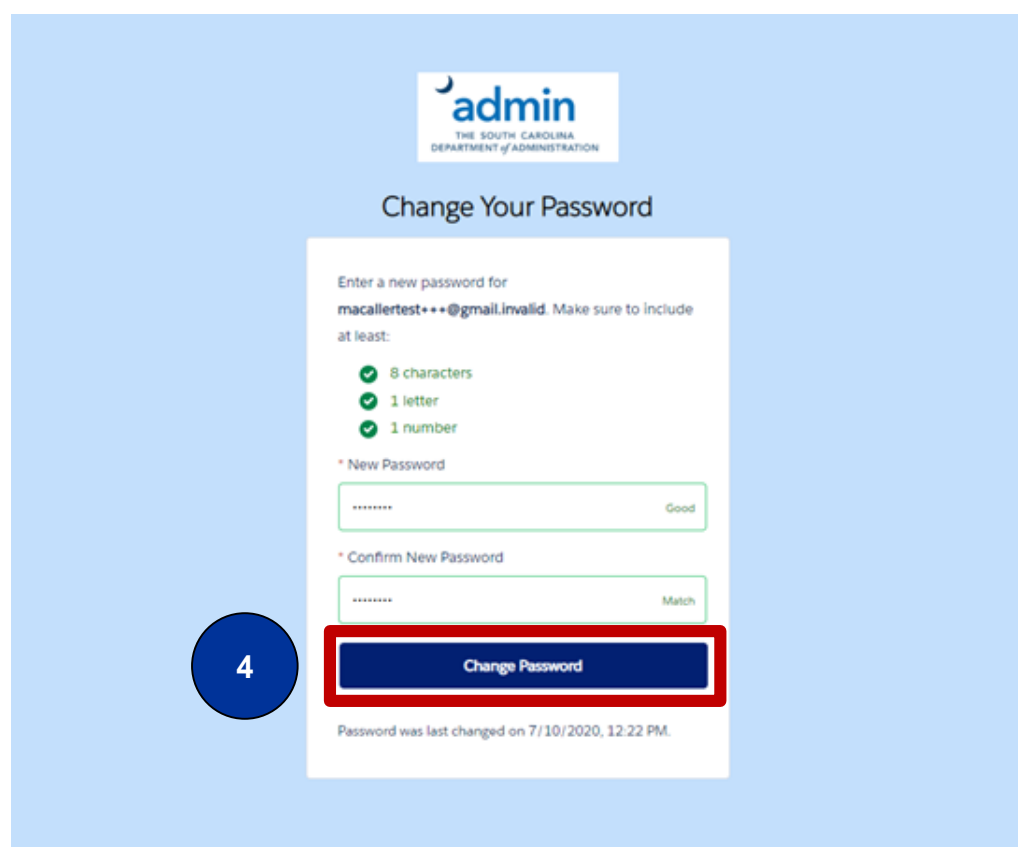
4. After selecting your signature, you will click **Complete Signing**. You will see a confirmation dialog box on your screen. The agreement is then sent to the State to complete the signing process. Once completed, an executed copy will be emailed to the signer.

STEP 2

1. Once the Grant Agreement is signed by all parties, you will receive an email **welcoming you to the SC CARES Portal**. The email will contain the link you will use to log in to the Portal.
2. Please note your username is also contained in the email.
3. Click on the **link in the email**.

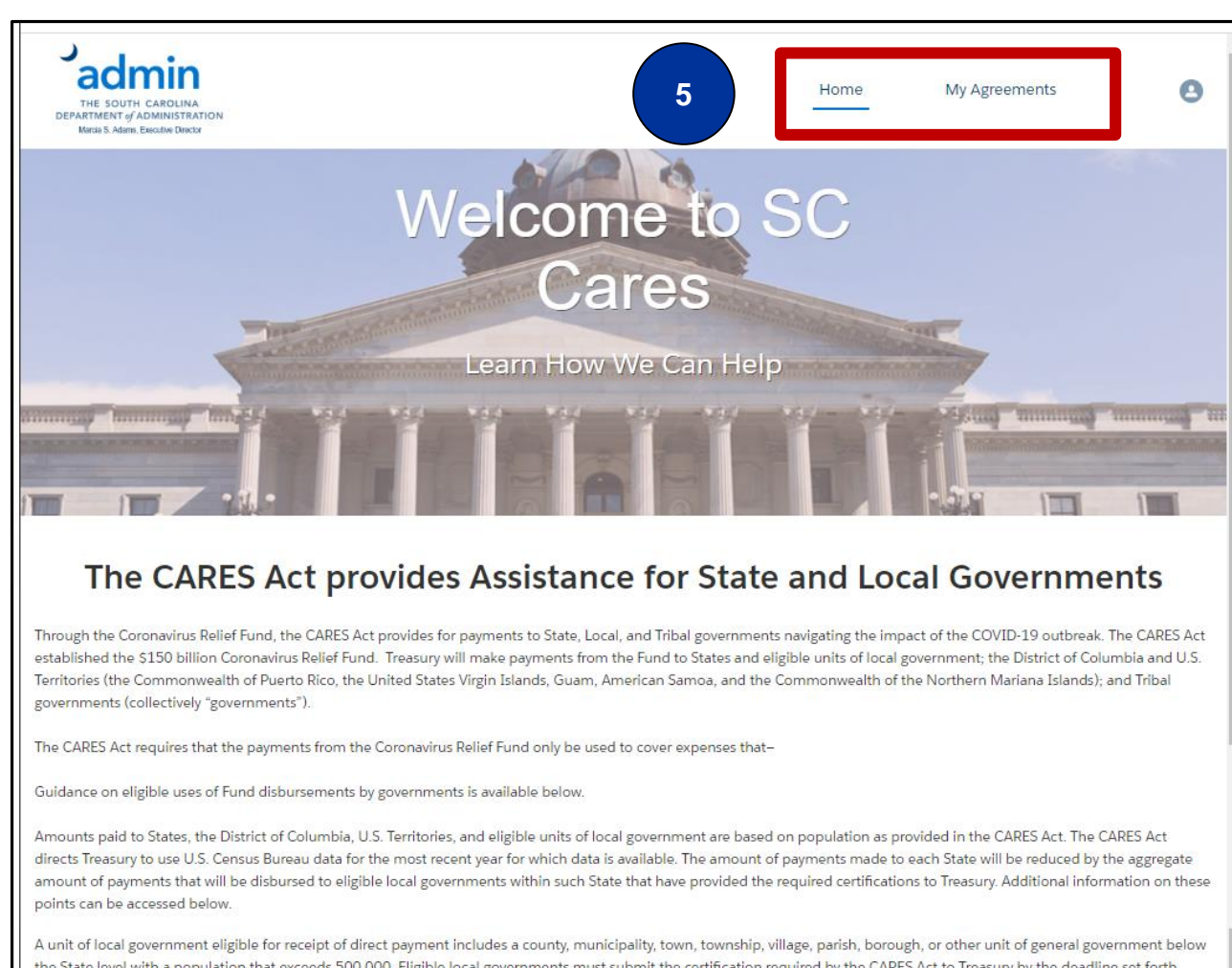
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4. You will be prompted immediately to change your password. Follow password guidelines and confirm your password. Click **Change Password**.



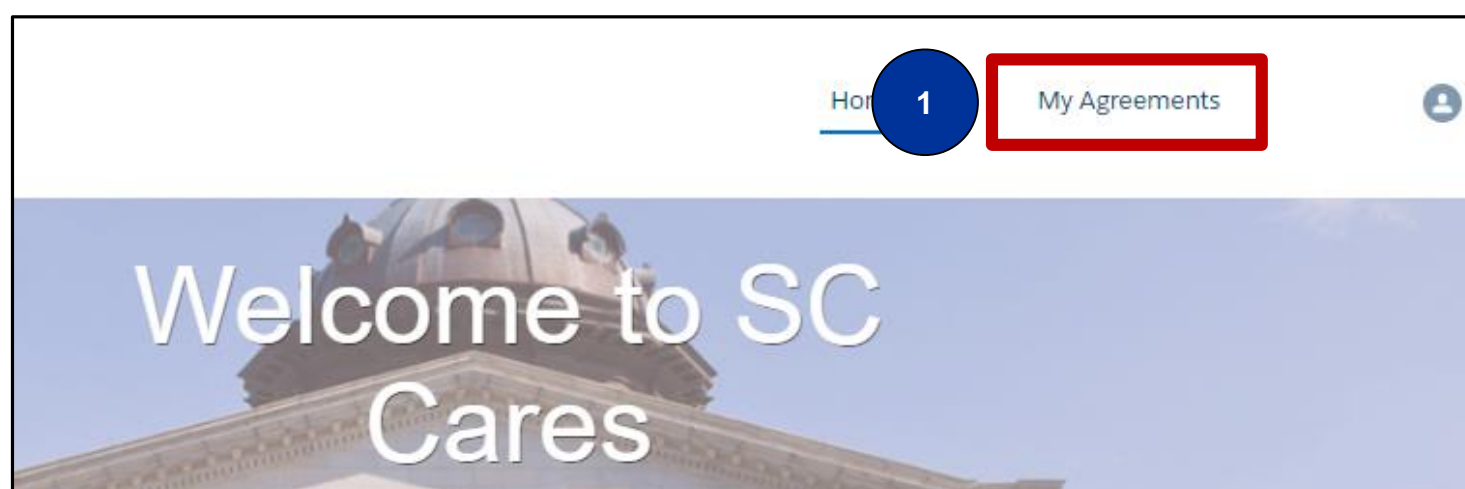
The screenshot shows the 'admin' portal for the South Carolina Department of Administration. The page is titled 'Change Your Password'. It prompts the user to enter a new password for the email 'macallertest***@gmail.invalid'. The password requirements are listed: 8 characters, 1 letter, and 1 number. There are two input fields: 'New Password' and 'Confirm New Password'. The 'New Password' field has a 'Good' status, and the 'Confirm New Password' field has a 'Match' status. A red box highlights the 'Change Password' button. A blue circle with the number '4' is overlaid on the button. At the bottom, it says 'Password was last changed on 7/10/2020, 12:22 PM.'

5. You will be directed to the SC Cares Homepage. Navigation elements include the Home tab and My Agreements.



STEP 3

1. To begin your request for reimbursement, from the SC Cares homepage click on the **My Agreements** link on the navigation bar.



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2. Click on your **Subrecipient Agreement** (the number on the left of the page with a prefix SA and a four digit number). If you have multiple grants, make sure to select the correct Agreement for your submission.

The screenshot shows the 'My Agreements' page in the 'admin' portal. The page header includes the logo for 'THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION' and navigation links for 'Home' and 'My Agreements'. Below the header, there's a section for 'Subrecipient Agreements' with a search bar and filters. A table lists several agreements. The first agreement, 'SA-0001', is highlighted with a red box and a blue circle containing the number 2. The table columns include 'Subrecipient', 'Grant', and 'Agreement Name'. The 'SA-0001' agreement is for 'Coastal County' under the 'CARES Act' grant, with the description 'Department fo Administration State and Local Government Expenditures'.

	Subrecipient	Grant	Agreement Name
1	SA-0001	Coastal County	CARES Act
2	SA-0003	Coastal County	CARES Act

3. Click on **Duplication of Benefits** button.

The screenshot shows the 'Subrecipient Agreement' detail page for 'SA-0001'. The page displays the subrecipient 'Coastal County' and the grant 'Department fo Administration State and Local Government Expenditures'. A blue circle with the number 3 highlights the 'Duplication of Benefits' button, which is located next to the 'New Financial Activity' button. The page also shows a 'Financial Activity (2)' dropdown menu.

4. You will be presented with a list of other COVID-19 Grant programs. Please review the list carefully and add the amount and detailed description for any other grants you have applied for or received funds from. Receiving funds from other sources does not disqualify you from this program.

The screenshot shows the 'Duplication of Benefits' form. The form has a table with columns for 'NAME', 'FUND AMOUNT', and 'DESCRIBE INTENT OF FUND USE'. The 'DHS - FEMA Emergency Food and Shelter' grant is highlighted with a red box and a blue circle containing the number 4. The 'FUND AMOUNT' field for this grant is set to '30000.00'. The 'DESCRIBE INTENT OF FUND USE' field contains the text 'Support of local shelters including GW, Salvation Army & Crisis Intervention'.

NAME	FUND AMOUNT	DESCRIBE INTENT OF FUND USE
CPB - Corporation for Public Broadcasting	\$ 00.00	
DHS - FEMA Emergency Food and Shelter	\$ 30000.00	Support of local shelters including GW, Salvation Army & Crisis Intervention
DHS - FEMA Emergency Management Performance Grants	\$ 00.00	
DHS - FEMA Public Assistance	\$ 00.00	
DOC - Economic Development Administration	\$ 0.00	

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5. If you have applied for or received funds from a program not listed on the page you may add them by clicking on the **Add New Duplicate Benefit** button at the bottom of the page.

The screenshot shows a table with three rows of USDA programs. The first row is 'USDA - Reconnect Pilot' with a value of \$0.00. The second row is 'USDA - Special Supplemental Nutrition Program for Women, Infants, & Children WIC' with a value of \$0.00. The third row is 'USDA - Supplemental Nutrition Assistance Program (SNAP)' with a value of \$0.00. A blue circle with the number 5 is placed over the third row. Below the table, the 'Add New Duplicate Benefit' button is highlighted with a red rectangle. At the bottom, there is a blue footer with the South Carolina Department of Administration logo and text: 'Quick links: About Admin Careers The South Carolina Department of Administration Marcia S. Adams, Director'.

6. New fields will be presented at the bottom of the list. Add the name of the program, the amount applied for/received and a complete description.

The screenshot shows the same table as before, but with a new row at the bottom. This new row has a text input field for the program name, a value of \$10000.00, and a text input field for the description. A blue circle with the number 6 is placed over the new row. The entire new row is highlighted with a red rectangle. Below the table, the 'Add New Duplicate Benefit' button is highlighted with a red rectangle. At the bottom, there is a blue footer with the South Carolina Department of Administration logo and text: 'Quick links: About Admin Careers The South Carolina Department of Administration Marcia S. Adams, Director'.

7. When you completed the list make sure to click **Save**. You should update this list anytime you request or receive funds from other sources.

The screenshot shows the same table as before, but with the 'Save' button highlighted with a red rectangle. A blue circle with the number 7 is placed over the 'Save' button. At the bottom, there is a blue footer with the South Carolina Department of Administration logo and text: 'Quick links: About Admin Careers The South Carolina Department of Administration Marcia S. Adams, Director'.

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8. To submit a new request for reimbursement click on **New Financial Activity**

The screenshot shows the 'admin' portal for The South Carolina Department of Administration. The header includes the logo, 'Home', and 'My Agreements'. A blue circle with the number 8 is positioned over the 'New Financial Activity' button, which is highlighted with a red box. Other buttons visible are 'Subrecipient Agreement', '+ Follow', and 'Duplication of Benefits'. Below the buttons, there are fields for 'Subrecipient' (Coastal County) and 'Grant' (Department of Administration State and Local Government Expenditures). At the bottom, there is a field for 'Subrecipient Agreement Name' (SA-0001) and a dropdown menu for 'Financial Activity (2)'.

9. You will be asked if your organization has received funds for COVID-19 from any other Federal program for the activities you are submitting. If **No**, select and click **Next**.

The screenshot shows the 'New Financial Activity' form. A blue circle with the number 9 is positioned over a dropdown menu that has 'No' selected. The dropdown menu is highlighted with a red box. Below the dropdown menu is a table of expense categories. At the bottom right, there is a 'Next' button highlighted with a red box.

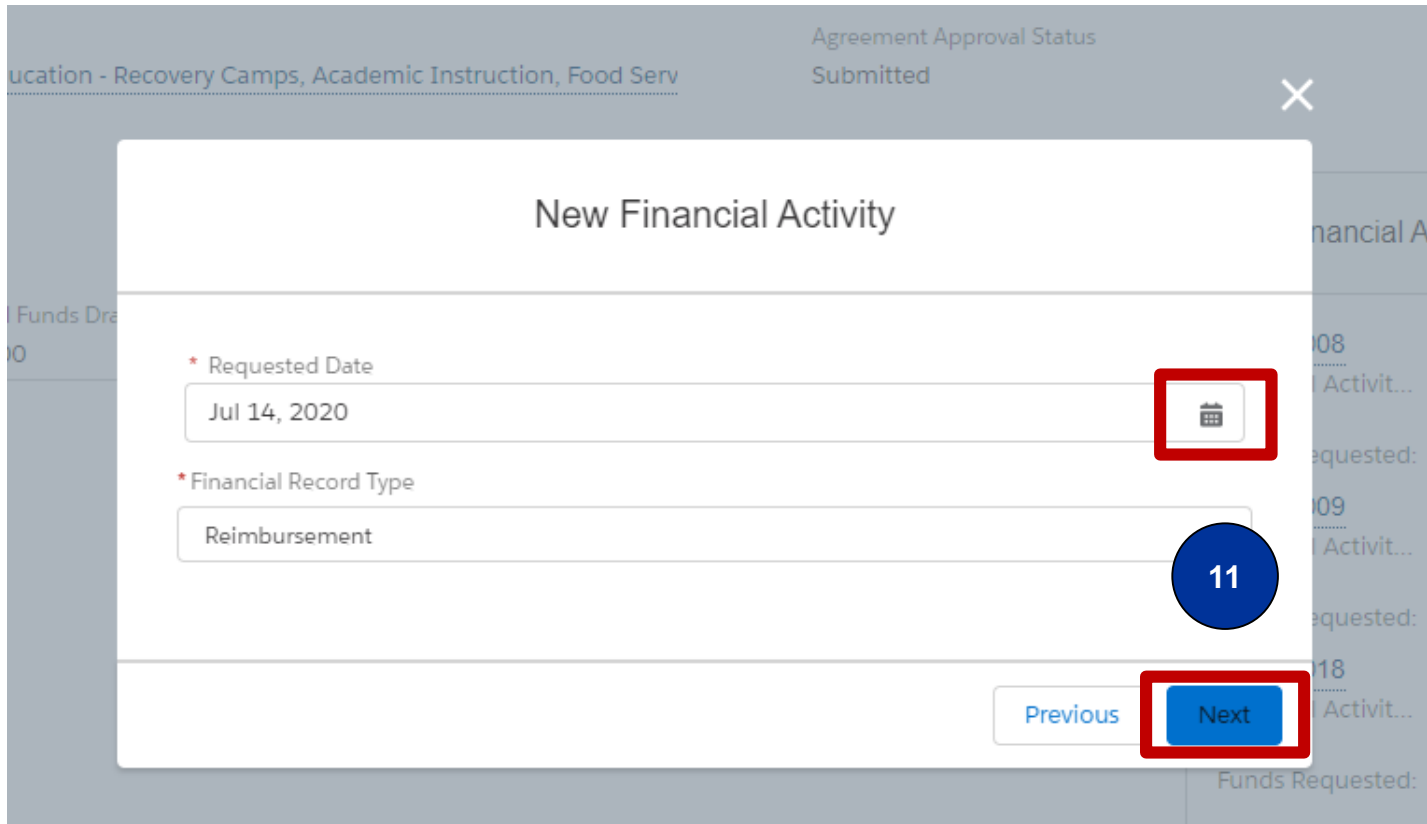
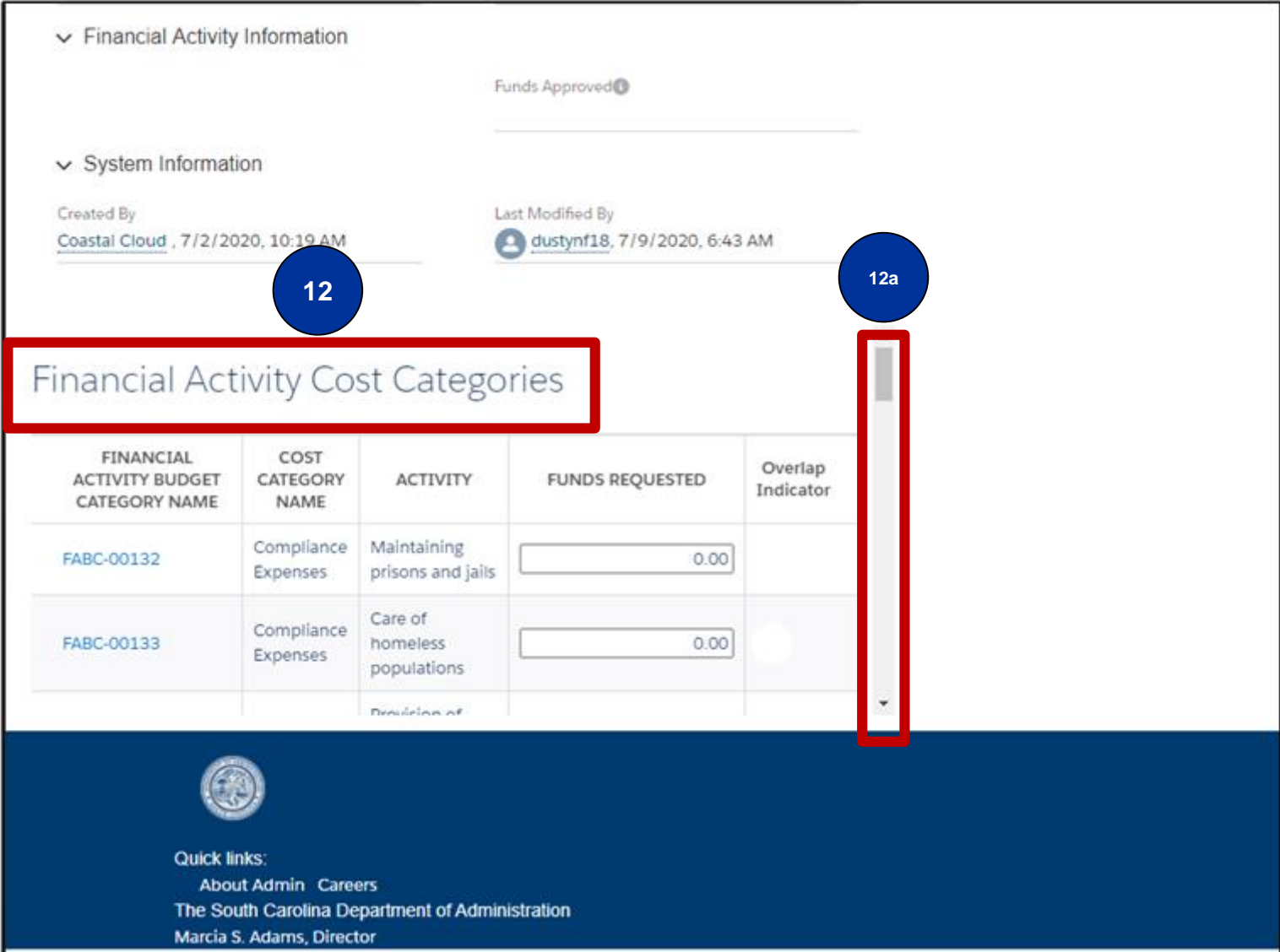
Medical Expenses - Testing	Medical Expenses - Emergency medical response
Medical Expenses - Public telemedicine capabilities	Public Health Expenses - Communication and enforcement
Public Health Expenses - Medical supply acquisition and distribution	Public Health Expenses - Disinfection of public areas
Public Health Expenses - Technical assistance	Public Health Expenses - Public safety measures
Public Health Expenses - Quarantining	Payroll Expenses - COVID Dedicated Payroll Expenses
Compliance Expenses - Food delivery	Compliance Expenses - Distance learning
Compliance Expenses - Telework capability improvement	Compliance Expenses - Providing paid sick and medical leave
Compliance Expenses - Maintaining prisons and jails	Compliance Expenses - Care of homeless populations
Economic Expenses - Provision of grants to small businesses	Economic Expenses - Government payroll support program
Economic Expenses - Unemployment insurance costs	

10. If **Yes**, select the response that best describes your submission.
10a. Click **Next**.

The screenshot shows the 'New Financial Activity' form. A blue circle with the number 10 is positioned over a dropdown menu that has 'No' selected. The dropdown menu is highlighted with a red box. Below the dropdown menu is a table of expense categories. At the bottom right, there is a 'Next' button highlighted with a red box.

Medical Expenses - Testing	Medical Expenses - Emergency medical response
Medical Expenses - Public telemedicine capabilities	Public Health Expenses - Communication and enforcement
Public Health Expenses - Medical supply acquisition and distribution	Public Health Expenses - Disinfection of public areas
Public Health Expenses - Technical assistance	Public Health Expenses - Public safety measures
Public Health Expenses - Quarantining	Payroll Expenses - COVID Dedicated Payroll Expenses
Compliance Expenses - Food delivery	Compliance Expenses - Distance learning
Compliance Expenses - Telework capability improvement	Compliance Expenses - Providing paid sick and medical leave
Compliance Expenses - Maintaining prisons and jails	Compliance Expenses - Care of homeless populations
Economic Expenses - Provision of grants to small businesses	Economic Expenses - Government payroll support program
Economic Expenses - Unemployment insurance costs	

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<p>11. The dialog box will populate with today's date. You may change the date with the calendar icon if needed. Leave the Financial Record Type at the default Reimbursement. Click Next.</p>	
<p>12. Now on the Financial Activities record page, navigate to Financial Activities Cost Categories table near the bottom of the page to make your request for reimbursement.</p> <p>12a. A scroll bar on the right will help move you through the various categories.</p>	

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13. Make your request for reimbursement by entering your requested amount for each category in the column titled Funds Requested. Your expenses must be categorized and you can determine which category by reviewing the Activity column. **[NOTE: if you do not have your expenses or backup information separated in appropriate Cost Categories, you can save your work and return later.]** You will need your request organized in these Cost Categories to continue.

Financial Activity Cost Categories

FINANCIAL ACTIVITY BUDGET CATEGORY NAME	COST CATEGORY NAME	ACTIVITY	FUNDS REQUESTED
FABC-00792	Medical Expenses	Public telemedicine capabilities	<div>13</div> <div></div> 0.00
FABC-00793	Payroll	COVID Dedicated Payroll	<div></div> 0.00

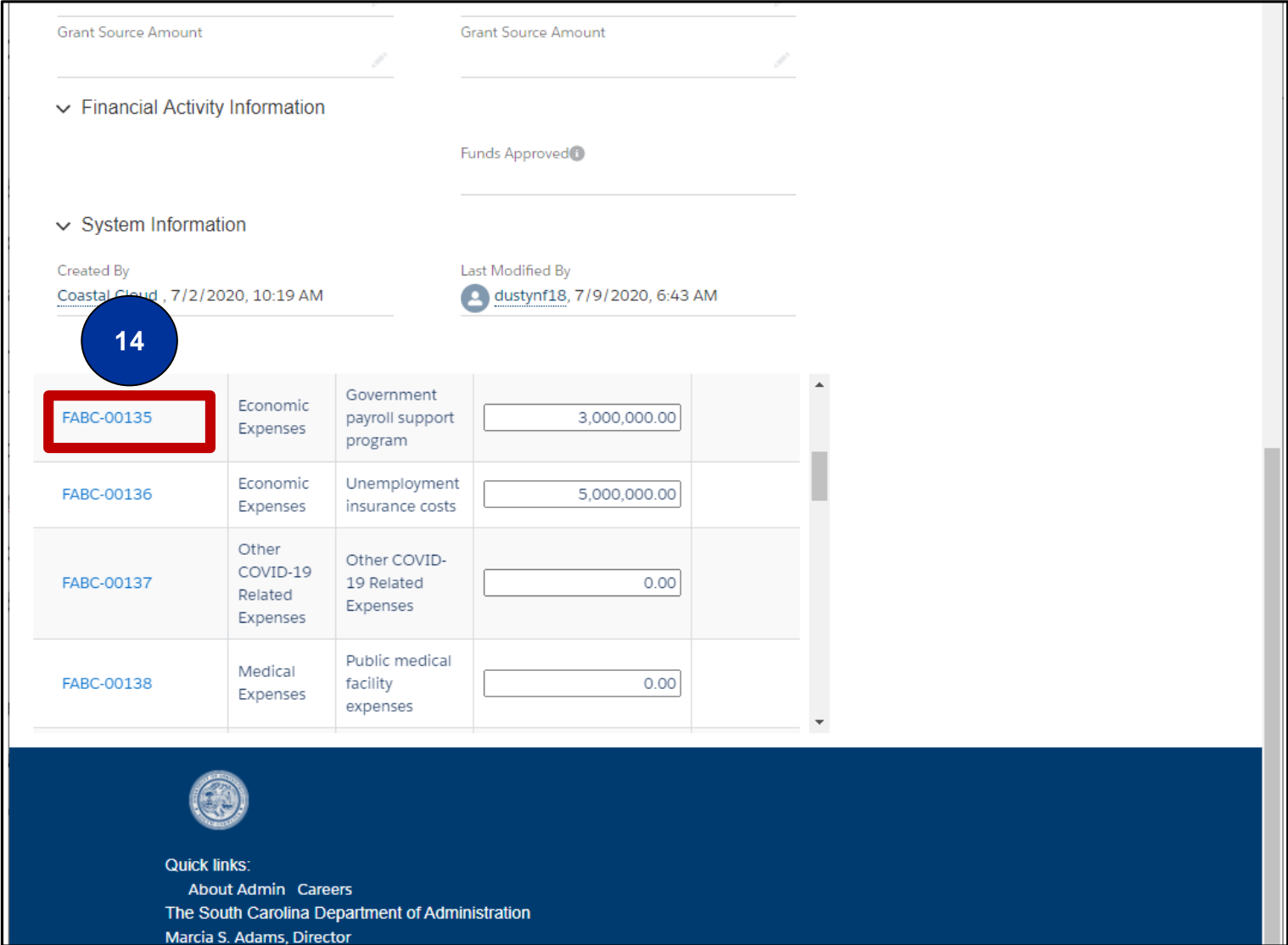


Quick links:
[About Admin](#) [Careers](#)
The South Carolina Department of Administration
Marcia S. Adams, Director

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14. For each Cost Category where you request reimbursement, you must supply appropriate back up documentation. Backup can include payroll records, paid invoices, paid statements or anything you think may be applicable to your specific situation.

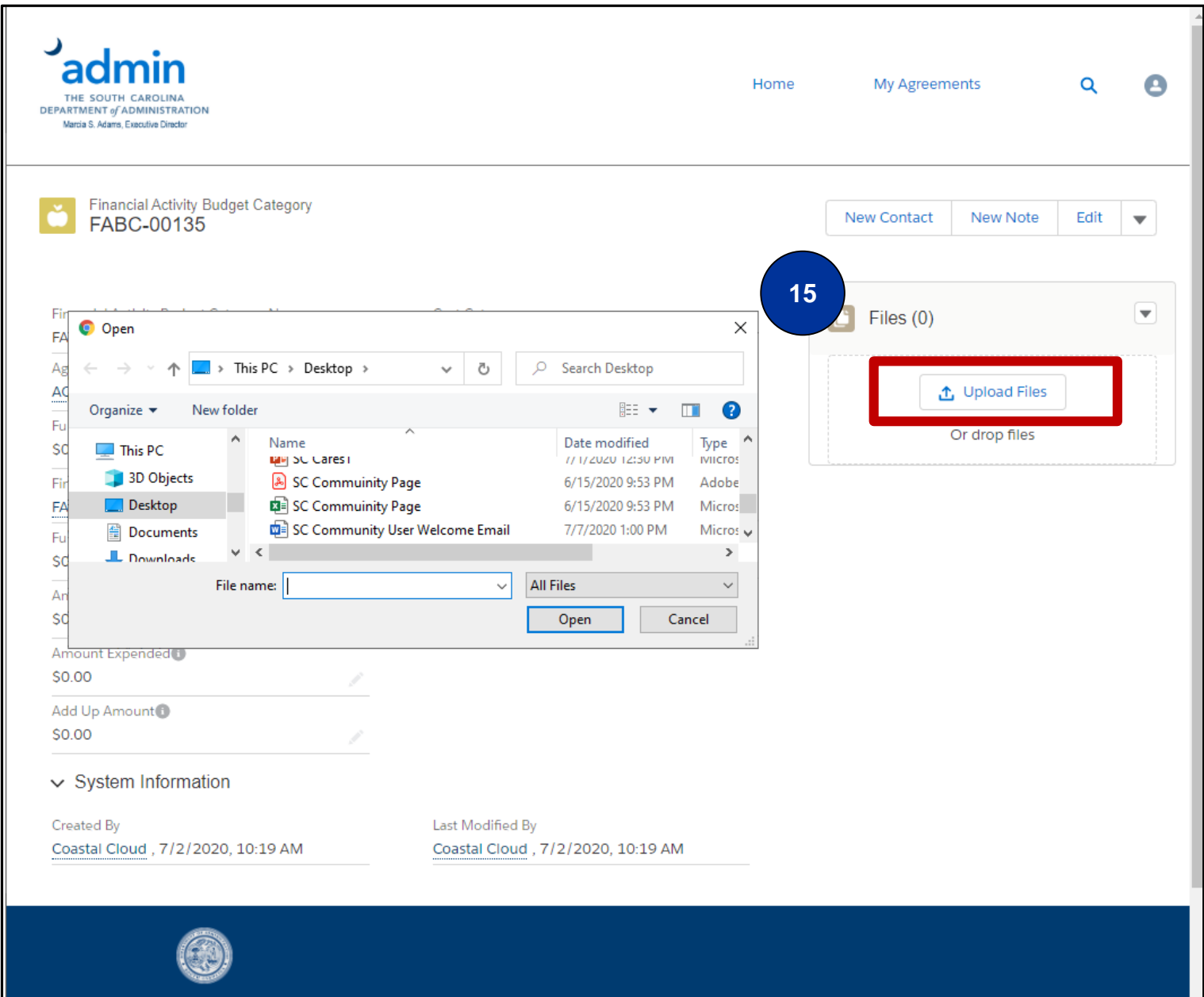
For each Cost Category entry click on the “**FINANCIAL ACTIVITY BUDGET CATEGORY NAME**” the link with the FABC prefix and a five digit number. To the left of your requested amount.



Grant Source Amount	Grant Source Amount
Financial Activity Information	
Funds Approved	
System Information	
Created By Coastal Cloud , 7/2/2020, 10:19 AM	Last Modified By dustynf18, 7/9/2020, 6:43 AM
FABC-00135	Economic Expenses Government payroll support program 3,000,000.00
FABC-00136	Economic Expenses Unemployment insurance costs 5,000,000.00
FABC-00137	Other COVID-19 Related Expenses Other COVID-19 Related Expenses 0.00
FABC-00138	Medical Expenses Public medical facility expenses 0.00

Quick links:
About Admin Careers
The South Carolina Department of Administration
Marcia S. Adams, Director

15. You will see an Upload area on the record page. You can drag files to the upload area or select **Upload Files** and select files from your computer.



admin THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION Marcia S. Adams, Executive Director

Home My Agreements

Financial Activity Budget Category FABC-00135

New Contact New Note Edit

Files (0)

Upload Files

Or drop files

Open

This PC > Desktop

Search Desktop

Organize New folder

This PC 3D Objects Desktop Documents Downloads

Name Date modified Type

SC Cares 1 11/1/2020 12:30 PM Micro

SC Community Page 6/15/2020 9:53 PM Adobe

SC Community Page 6/15/2020 9:53 PM Micro

SC Community User Welcome Email 7/7/2020 1:00 PM Micro

File name: All Files

Open Cancel

Amount Expended \$0.00

Add Up Amount \$0.00

System Information

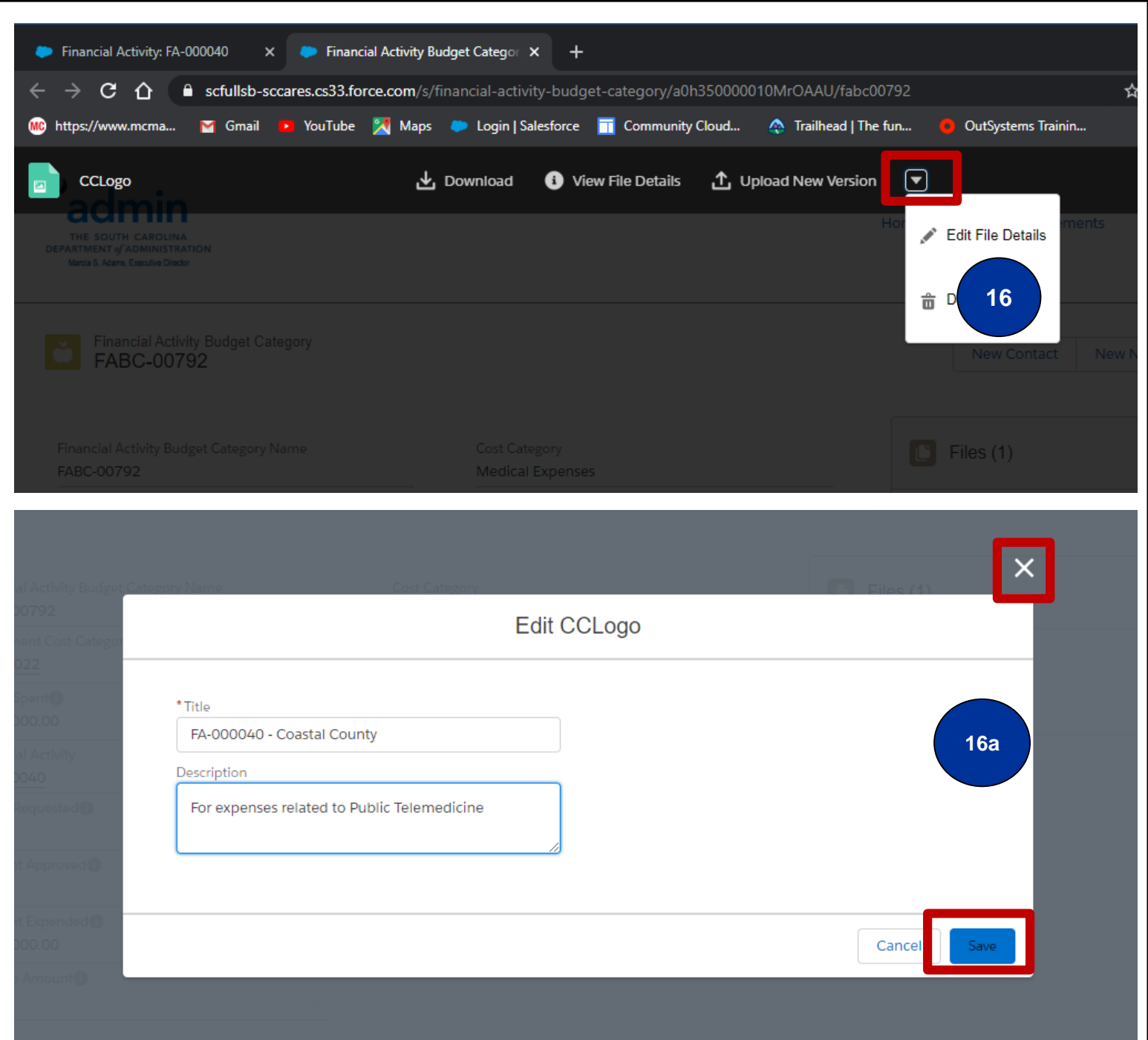
Created By Coastal Cloud , 7/2/2020, 10:19 AM

Last Modified By Coastal Cloud , 7/2/2020, 10:19 AM

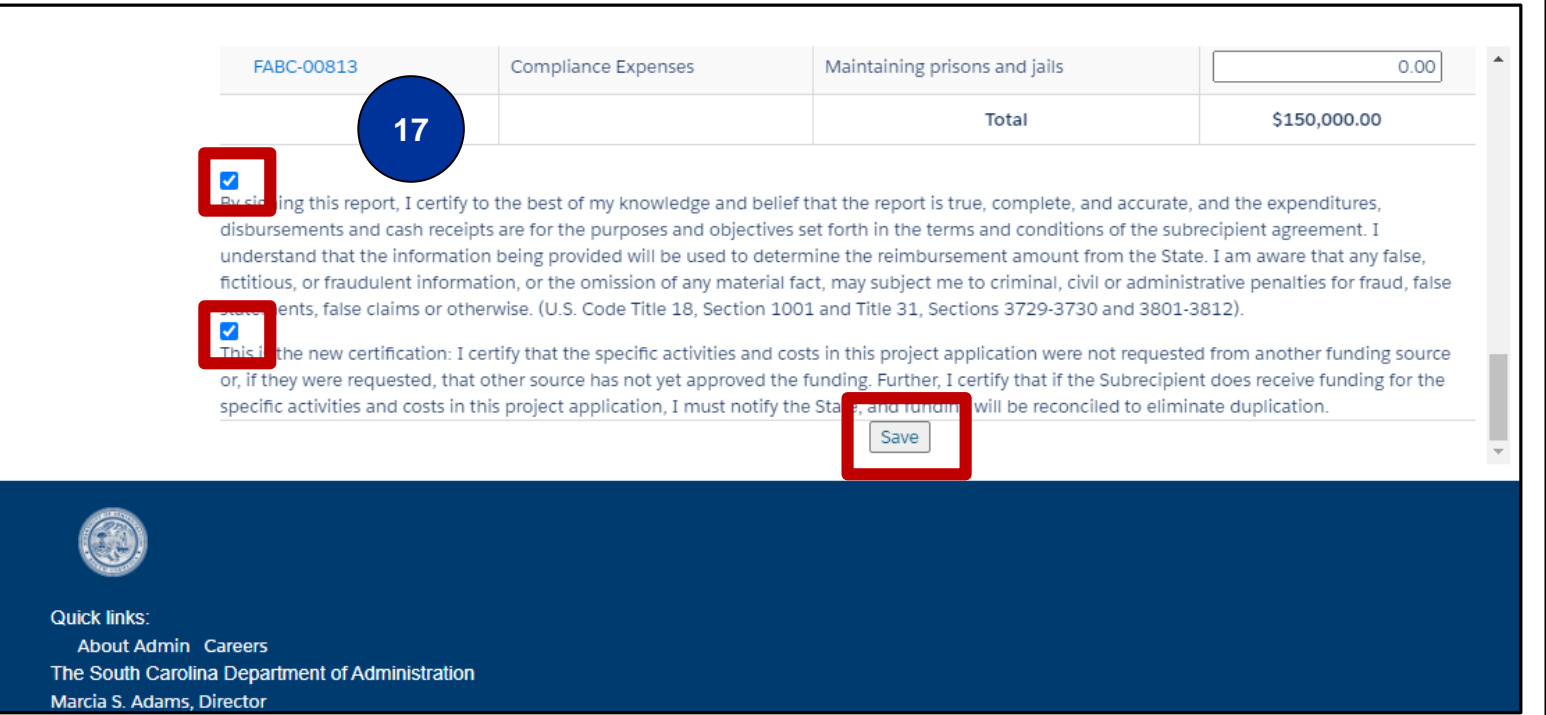
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16. After your support upload is complete you can title your uploaded documents by clicking on the inverted triangle to the right and selecting Edit File Details. Complete the dialog box with the Financial Activity Number and your organization's name. Also include as much detail as possible to describe the files contents.

16a. Click **save**, close the dialog box (**Click X**) and close the record page (**Click X**).



17. Complete the entry and upload for your next Cost Categories. When all cost categories have been completed and support documents have been uploaded, scroll to the bottom of the Cost Category table. Click the (2) **checkboxes** indicating that all information you have submitted is true, complete and accurate, and that this is a new submission. Then click **Save**.



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18. Once your entries are complete and saved you can submit your request by clicking the **Submit for Approval** button on the upper right.

A screenshot of a web application titled 'admin' for 'THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION'. The page shows a form for a 'Financial Activity' for 'Coastal County'. The form includes fields for 'Financial Activity Name' (FA-000006), 'Funds Requested', 'Requested Date', 'Record Type' (Reimbursement), and 'Approval Status' (New). There are also fields for 'Subrecipient Agreement' (SA-0003) and 'Grant Name' (State Department of Education - Recovery Camps, Academic Instruction, Food Serv). A 'Files (0)' section with an 'Upload Files' button is on the right. A blue circle with the number '18' is overlaid on the 'Submit for Approval' button, which is highlighted with a red rectangular box.

19. You will have an opportunity to include comments if needed. Make sure to click the **Submit** button at the bottom of the comments box to complete your submission.

You will receive a confirmation email of your submission and may track your submission at any time by returning to the portal.

A screenshot of a modal window titled 'Submit for Approval'. It contains a 'Comments' text area. At the bottom right of the modal, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red rectangular box. A blue circle with the number '19' is overlaid on the bottom right corner of the modal.